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**Command Policy**

**36TH AIR BASE WING EXERCISE PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 90-2, *Inspector General -- The Inspection System*. This instruction establishes policies for the 36th Air Base Wing Exercise Evaluation Team (EET) in accordance with AFI 32-4001, *Disaster Preparedness Planning and Operations*. This instruction applies to all personnel assigned to Andersen Air Force Base. It specifies EET requirements, procedures, and responsibilities.

This publication prescribes 36ABW Form 7, 36ABW Exercise Evaluation Team Record, which requires the collection of information protected by the Privacy Act (PA) of 1974. The authority to collect the information prescribed is 44 USC 3101. The 36 ABW Form 7 contains the appropriate PA statement

**SUMMARY OF REVISIONS**

This revision deletes 36 ABW Form 6, it also updates the team members grade and clarifies exercise report completion time. A bar() indicate revision from the previous edition.

**1. Policy:**

1.1. The Wing Commander (36 ABW/CC) will appoint, in writing, the Chief of the Exercise Evaluation Team (EET). The Wing Inspector General (36 ABW/IG) will manage the exercise program.

**1.2. Each commander or staff agency chief will:**

1.2.1. Appoint in writing their most qualified personnel to perform duties as exercise evaluators. Designate one of the appointee's as the unit's EET Leader. Selected individuals should have the ability to evaluate all functional areas within their unit. Exceptions to the number of appointees will be made for units with additional support functions for the Disaster Control Group or Crisis Action Team. All exceptions must be submitted to and approved by the EET Chief.

1.2.1.1. Appointment letter will include: rank, full name, Date of Eligibility to Return from Overseas (DEROS), security clearance, office symbol, duty phone, and the alphanumeric des-

ignation on the AF Form 1199, Restricted Area Badge (if one was issued).

1.2.1.2. Ensure all evaluators have at least nine (9) months retainability when they are appointed. Identify replacements for personnel scheduled for Permanent Change of Station (PCS) to ABW/IG not later than 30 calendar days before incumbent departs. Also, ensure members selected are not scheduled for Permanent Change of Assignment (PCA) that will negate their EET responsibilities.

1.2.1.3. Team members will be in grade E-5 or above. Rank requirements for EET personnel will be strictly adhered to. Exceptions will only be made for units not having sufficient personnel to effectively complete exercise tasks and also provide evaluators.

1.2.2. Personnel who are primary members of the Disaster Control Group (DCG), Crisis Action Team (CAT), or have mobility deployment requirements will not be appointed to the EET. Where possible, do not appoint Flight/Branch/Section Chiefs.

1.2.2.1. When insufficient manning in a unit prevents compliance with [1.2.2.](#), the unit commander will make every effort to backfill an EET member during exercises. If backfill is not possible, the EET member will be simulated. However, rosters, mobility bags, and personnel processing will be carried out as if the member was present. No EET member will be short-falled.

## **2. Responsibilities:**

### **2.1. The Chief of EET:**

2.1.1. Ensure each exercise is efficiently planned, coordinated, and executed.

2.1.2. Ensure a written report is completed following each wing exercise containing discrepancies discovered during the exercise. Assign offices of primary responsibility (OPRs) and suspenses for corrective actions for findings and/or areas for improvement during exercises, when appropriate.

2.1.3. Develop an annual wing exercise schedule based on fiscal year identifying all required exercises.

2.1.4. Conduct initial and refresher EET training for all EET members. Coordinate specialized training for specific exercise tasks. Record all EET training on 36 ABW Form 7, *EET Training Record*.

2.1.5. Schedule all EET meetings. Maintain a current roster of EET members, EET training records, and letters of appointment.

2.1.6. Direct and supervise exercise scenario development, script design, prop procurement and use, pyrotechnic procurement and use, and report preparation.

2.1.7. Supervise the execution of wing exercises by ensuring all scenarios are assessed for accident hazards, have established exercise ground rules, and developed procedures to validate discrepancy findings and/or areas for improvement and observations.

2.1.8. Schedule all meetings for exercise planning, pre-exercise, post exercise hotwashes, validations, and commander's outbriefs.

2.1.9. Prepare final exercise scenarios to include exercise sequence of events, inputs from EET members, and exercise objectives prior to exercise.

2.1.10. Ensure all real world operations are deconflicted prior to exercise execution.

2.1.11. Enforce procedures for validating all findings and/or areas for improvement, and observations during exercises.

## 2.2. EET Members:

2.2.1. Complete initial evaluator training conducted by ABW/IGI before receiving an EET badge. Member's badges must be returned to unit EET Chiefs when relieved of EET duties.

2.2.2. **DO NOT** divulge or compromise any EET information to anyone other than the EET Team Chief, IG, or another EET member. Any unauthorized disclosure will result in immediate removal from EET duties. Members will sign a EET Non-Disclosure Agreement Letter.

2.2.3. Attend all scheduled meetings and training sessions. If exercises are scheduled during leaves or Temporary Duty (TDY), ensure alternates are available to evaluate assigned functional areas. Team members going TDY or on leave will notify the EET Chief at least 15 days prior to departure to ensure all pertinent areas in their units are evaluated during wing exercises.

2.2.4. Assist unit planners in developing functional area checklists and annexes for operations plans (OPLANS) to ensure all peacetime and wartime contingencies are included. Ensure checklists used during exercises are tailored to measure exercise objectives. IGI may provide additional checklists for specific areas to be evaluated during wing exercises (Mobility, Unit Control Centers, and Force Protection Conditions (FPCONS.)

2.2.5. Ensure all OPLAN annexes, checklists, applicable directives, and reports from previous exercises and similar higher headquarters inspections are reviewed when developing inputs for wing exercises.

2.2.6. Provide a thorough and professional assessment of their unit's performance during exercises.

2.2.7. Utilize functional area checklists and any checklists provided by IGI to ensure all exercise objectives are met.

2.2.8. Develop inputs for exercise scenarios which will generate a realistic response accurately reflecting your unit's actual output during specific real world operations. The inputs should be tangible so the response can be measured against set criteria.

## 3. Procedures:

### 3.1. Exercise Discrepancies :

3.1.1. *Findings* are any significant discrepancies caused by failure to properly execute procedures while accomplishing tasks, resulting in serious mission degradation or mission failure.

3.1.2. *Areas for Improvements* are questionable practices that are noted while tasks are being accomplished which could significantly hamper operations if not corrected.

3.1.3. *Strengths* are those processes conducted by participating units or personnel in an exemplary manner.

3.2. Validate exercise findings and/or areas for improvement with the respective commander of the area evaluated.

3.2.1. Validate all findings and/or areas for improvement when questions arise from one unit about another unit's procedures. Contact the functional experts from the unit(s) area in question, by contacting the owner of the process being questioned, and by reviewing all applicable directives for facts pertaining to the process being questioned (OPLANS, checklists, instructions, etc.). Validation forms must be reviewed and initialed by the respective commanders.

3.3. Inputs to be included in wing exercises will be submitted on 36 ABW Form 8, *Exercise Implementer*. Obtain forms from <https://intranet.andersen.af.mil/36abwroot/IG/default.htm>.

3.4. Inputs involving actions from agencies or units other than EET members owned will be coordinated with the evaluators or responsible personnel from that unit *prior* to submitting it to 36 ABW/IG.

3.5. A risk assessment for accident hazards will be conducted on each exercise input submitted to ensure the tasks can be accomplished in a safe manner. 36 ABW/SE will be notified and make the final determination for inclusion of an input if an unusual hazard is noted.

3.6. Review the exercise evacuation exemption letter, simulation requests, approved local and MAJCOM simulations and letters of instructions prior to an exercise (see paragraph 4. below).

3.7. Validate all exercise findings and/or areas for improvement and observations by using the methods in 3.2. above.

3.8. All findings, areas for improvement, and strengths will be submitted to 36 ABW/IG in the 36 ABW/IG Recap Sheet sent out to EET members prior to the exercise, within three duty days after exercise completion or earlier as directed by the Wing Inspector General.

3.9. Hotwashes/outbriefs occur within 7 days of the exercise or earlier as directed by the Wing Inspector General.

#### 4. Administration:

##### 4.1. Exercise Reports:

4.1.1. IGI will compile information from the evaluators into a final report within 7 workdays of the exercise termination or earlier as directed by the Wing Inspector General. This report will be reviewed and signed by the 36 ABW/IG, then coordinated thru 36 ABW/CC. Final report will be forwarded to PACAF within 10 workdays.

4.1.1.1. The report will be distributed to each unit participating in the exercise.

4.1.2. All discrepancy *Findings* will be assigned an OPR by 36 ABW/IG and suspense will be set for replies.

4.1.2.1. *Areas for Improvement* will be assigned an OPR when the IG determines a formal reply is required to clarify procedures.

4.1.3. All agencies receiving suspense's for replies to exercise findings and/or areas for improvement will prepare responses identifying root causes and corrective actions. For all exercises except mobility, the agency will provide an informational copy of the reply to 36 CES/CEX. 36 ABW/IG will forward all responses to 36 ABW/CC for final review.

4.1.4. Nonconcurrences and incomplete corrective actions that cannot be resolved by the unit will also be addressed by 36 ABW/IG.

4.1.5. The exercise report will be maintained within IG files for 2 years. Quarterly reviews will be conducted to detect negative trends developing with unit performances during past exercises.

## 5. Simulations:

5.1. Simulations are used to imitate the actual act of completing a task when completion is likely to hamper the unit's operational capabilities during exercises. Preventing unnecessary expenditure of unit funds and safety concerns may also require simulations. Simulations will be kept to a minimum, affording the unit an opportunity to measure its true capability during certain contingencies.

5.1.1. HQ PACAF standard ORI simulations should be reviewed and incorporated as much as possible. Unique unit simulations and deviations that are not covered by the standardized list will be submitted to ABW/IG for review and approval by 36 ABW/CC. The format for simulation requests is in PACAFI 90-201, [Attachment 1](#). Once approved by 36 ABW/CC the request will be forwarded to PACAF for final approval.

5.1.1.1. Simulation requests for local (Wing level) exercises only will be reviewed by 36 ABW/IG and approved by 36 ABW/CC. The format for this simulation request is in [Attachment 1](#).

5.1.1.2. The unit requesting the simulation is responsible for routing the request and providing 36 ABW/IG with an approved copy.

5.1.1.3. 36 ABW/IG will maintain a simulation file containing all local and MAJCOM approved simulations including PACAF standard simulations.

## 5.2. Exercise Evacuation Exemptions

5.2.1. Justification for an exercise evacuation exemption must state specifically what the proposed exempted facility or area is used for, why it cannot be evacuated, and why it must be manned by the number of personnel requested.

5.2.2. Exemption requests must be submitted through the commander or division chief to 36 ABW/IG. Requests are reviewed and approved by 36 ABW/CC.

5.2.3. All facilities located within an exercise cordon will be evacuated with the exception of those facilities and personnel exempted by 36 ABW/CC in the most current exemption letter.

5.3. Entry into exempt facilities during exercises will be limited to essential personnel and personnel having business that would cause mission failure if it is not conducted.

5.3.1. Personnel who were conducting business when the evacuation phase of the exercise began must remain in the facility until properly released. All other personnel are required to participate in the exercise.

5.4. 36 ABW/CC will designate exercise no-play areas and procedures.

**6. Forms Prescribed.** 36 ABW Form 7, **EET Training Record**, and 36 ABW Form 8, **Exercise Implementer**.

JOSEPH F. MUDD, JR., Colonel, USAF  
Commander, 36th Air Base Wing

**Attachment 1**



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS, 36TH AIR BASE WING (PACAF)  
UNIT 14003, APO AP 96543-4003

**SIMULATION REQUEST LETTER FORMAT**

MEMORANDUM FOR 36 ABW/LGX (Deployment Exercise Only)

36 ABW/IG

36 ABW/CC

IN TURN

FROM: (Unit Requesting Simulation Request)

SUBJECT: Simulation Request for Base Exercises

1. Short Title of Simulation:
2. OPR/OCR: (Unit/Office Symbol/Name/Phone Number):
3. Reason: (Brief explanation of why simulation is required)
4. Event/item to be simulated.
5. Specific cost and/or impact if not approved: (for example, extra, expense, wasted resources).
6. Length: (State if the simulation is for a known exercise or if a specified time is required before an event can be accomplished. One year maximum)

Unit Commander/Staff Agency Chief  
Signature Element

1<sup>st</sup> Ind, 36 ABW/CC  
Approved/Disapproved.

XXXXXXXXXXXXX, Colonel, USAF  
Commander, 36<sup>th</sup> Air Base Wing